

**HOLLIS PLANNING BOARD MINUTES**  
**May 18, 2021**  
**DRAFT**

**PLANNING BOARD MEMBERS PRESENT:** Bill Moseley – Chairman; Doug Cleveland – Vice Chairman, Virginia Mills, Jeff Peters, Chet Rogers and David Petry (Ex-Officio for Selectmen)  
Alternates: Julie Mook, Rick Hardy

**ABSENT:**

**STAFF PRESENT:** Mark Fougere, Town Planner; Evan Clements, Assistant Planner

**THIS MEETING WAS CONDUCTED VIRTUALLY WITHOUT A PHYSICAL LOCATION IN COMPLIANCE WITH GOVERNOR SUNUNU'S EMERGENCY ORDERS #12, 16, & 17**

**1. CALL TO ORDER: 7:00 PM.** B. Moseley led the group in the Pledge of Allegiance.

**2. APPROVAL OF PLANNING BOARD MINUTES:**

- a. March 27, 2021 Site Walk: **Motion to approve** – motioned by D. Petry; seconded by J. Peters – B. Ming abstained – motion passed
- b. May 4, 2021 Site Walk: **Motion to approve** – motioned by D. Petry; seconded by J. Mook – B. Ming and J. Peters abstained – motion passed

**3. DISCUSSION AND STAFF BRIEFING**

a. Election of Board Officers:

- Planning Chair: Bill Moseley nominated by Jeff Peters; no other nominations
  - i. **Motion to elect Bill Moseley as Chair** – motioned by J. Peters; seconded by V. Mills – B. Moseley abstained – motion passed
- Planning Vice Chair – Doug Cleveland nominated by Jeff Peters; no other nominations
  - i. **Motion to elect Doug Cleveland as Vice Chair** – motioned by J. Peters; seconded by C. Rogers – D. Cleveland abstained – motion passed

b. Agenda Additions and Deletions:

- PB2020-024 Design Review - 50 unit Housing for Older Persons proposal
  - i. Requested materials not submitted – stays on the table to the June 15 meeting

c. Committee Reports – none

d. Staff Report – none

e. Regional Impact – none

**4. SIGNATURE OF PLANS:** None

**5. HEARINGS:**

- a. **File PB2021:013 – Final Review:** Proposed minor subdivision of an existing 22.17 acre lot into five lots ranging in size from 2 – 8.55 acres, 120 Federal Hill Road, Owner/Applicant: Federal Hill Properties, LLC, Zoned R&A and Rural. **Public Hearing and Application Acceptance.**

M. Fougere stated that this proposal is for a five lot minor subdivision of an existing 22 acre parcel along the western side of Federal Hill Road approximately .3 miles south of the Plain Road/ Federal Hill Road intersection. This proposal includes four frontage lots and one

back lot; an existing home will lie on new Lot 10. The subject parcel is split zoned between Residential & Agricultural and Rural Lands. Approximate driveway locations are shown and there is at least 100 feet between the proposed driveways. Lot 29-10-2 is a 6.6 acre back lot with steep slopes and will require a wetland crossing for the driveway. An existing snow mobile trail runs through this property has been relocated, parallel to Federal Hill Road, within the 100 foot front setback. The Board held a site walk on this site in December 2020.

The applicant and abutter have come to an agreement relative to their common lot line; a slight adjustment in the location of the lot has been made so that the abutter's retaining wall now lies on his property.

**Motion to accept application** – motioned by D. Cleveland; seconded by J. Peters – motion passed unanimously

Randy Haight, Meridian Land Services – stated that the reason for the note with overhead and underground utilities is that the existing house is serviced by overhead utilities. The new lots will be serviced by underground utilities and no waiver is required. He also stated that they would add a note to the plan that any damage done to the road would be repaired by the developer with input from DPW.

## Public Hearing

No Public Comment

## Public Hearing Closed

V. Mills asked if the trail has been relocated yet.

Amos White, owner/applicant stated that the relocation of the trail will take place sometimes in June/July.

**Motion to approve with conditions** – motioned by D. Cleveland; seconded by J. Peters – passed unanimously

- b. **File PB2021:012 – Final Review:** Proposed three lot subdivision creating properties ranging in size from 4 – 5.3 acres accessed via private ways (one Love Lane and two Proctor Hill Road), Owner: Fimbal Trust, Applicant: Federal Hill Properties, LLC, Map 17 Lot 34-1, Love Lane & Proctor Hill Road (NH Route 130), Zoned R&A, Town Center, A&B and Historic District. **Public Hearing and Application Acceptance.**

M. Fougere stated that the purpose of this final review plan is to outline a proposed three lot subdivision of an existing 14.3 acre lot into three back lots. The existing property has frontage on both Love Lane and Proctor Hill Road (NH Route 130). These back lots will range in size from 4 - 5.3 acres, meeting the minimum 4 acre lot area requirement. Lots 2 & 3 will be served by a private way which currently serves two existing homes off Proctor Hill Road; this private way will be named Nelson's Way. A new private way will have to be constructed to meet current Subdivision Regulation standards. A small wetland area exists on new lot 3. A public water line exists through these properties; this line serves both private and town properties in the Town Square. Lot 1 will access over an existing driveway access easement area. To address the Rural Character Ordinance, the applicant is

proposing a 160 foot wide no cut buffer along Proctor Hill Road. The buffer will begin at the stone wall that runs parallel to Proctor Hill Road. This area is clearly noted on the plan.

He noted that two waivers have been submitted. One waiver for a private way to service four homes in lieu of the two homes permitted and a second waiver from the Rural Character Ordinance to allow for the extension of overhead utilities by one pole before then routing the utilities underground as required.

**Motion to accept application** – motioned by D. Cleveland; seconded by J. Peters – motion passed unanimously

Randy Haight, Meridian Land Services began by explaining that the best location would be out of the water line easement but near it. This would allow for easy transition over the waterline without impacting it.

B. Moseley asked about the waiver for the common drive.

R. Haight stated that with the existing two homes it just made sense to maintain a single curb cut along Proctor Hill Road. It allows better control of runoff onto Proctor Hill Road and there are existing utilities that can be extended to the back lots.

D. Petry asked about the existing driveway and if it was going to be altered before the extension added.

R. Haight stated that it would be widened to create 20' of plow able surface. The first culvert will be extended to accommodate the new road width. The second culvert will be entirely replaced.

D. Petry asked what steps would be taken to protect the water line during construction.

R. Haight stated that the school would be notified that work would be done over the water line. He noted that more material would be added on top of the line, not digging down.

M. Fougere noted that the Town Site Inspector would be involved to monitor construction of the common drive and will take particular note of the water line.

D. Petry noted that the weight of construction vehicle will be travelling over the line.

R. Haight stated that there would be a pre-construction meeting where measures to protect the water line will be discussed and implemented.

D. Petry asked if bonding should be put in place in case the water line is damaged.

M. Fougere stated that the Board could stipulate that. It would be unusual for a private common drive, however, this is a unique situation.

D. Cleveland asked if the applicant knew how deep the water line was.

R. Haight noted that there has not been any frost issues with the line so it had to be at least 5' down. He stated that the line was 3" pvc.

**Public Hearing**

Jim Chilton; 34 Proctor Hill Road – thanked the applicant and stated that they seemed to be in agreement. He asked if his common property addresses would have to change. He also asked if the zoning of his properties would change.

M. Fougere stated that the common addresses would change but the zoning would not change.

Joe Garruba; 28 Winchester Drive – asked about crossing the water line and suggested an engineering option such as a bridge or other solution.

M. Fougere stated that the purpose of the pre-construction meeting was to come up with a strategy to prevent damage to the water line, not just observe.

Charles Wood; 51 Love Lane – asked about the driveway location for 17-34-1 to make sure that the driveway was oriented easterly so headlights would not shine into the back of his house.

M. Fougere stated that a condition of approval for the proposal was that the driveway would be oriented easterly to avoid headlight glare into 51 Love Lane.

D. Petry stated that condition should be a note on the plan so future property owners know that the driveway location is locked in.

R. Haight stated they would add the note to the plan.

**Public Hearing Closed**

D. Petry noted in regards to the waiver for the common drive that the applicant had to demonstrate that access to lot 17-34-3 could be achieved directly from Proctor Hill Road, however, it was not practical to do so.

**Motion to approve a waiver to allow a common drive with access to four lots in lieu of only two lots being permitted** – motioned by D. Cleveland; seconded by V. Mills – motion passed unanimously

D. Petry noted that the Planning Board makes decisions regarding waivers on a case by case basis and in this instance avoiding the possible damage of an existing public water line warrants the granting of the overhead utility waiver.

M. Fougere noted that there are existing overhead utilities already on the property so adding another pole is not a drastic change.

B. Moseley noted that when considering a waiver request there should be a public benefit related to the Board's decision.

**Motion to approve a waiver to allow for the extension of overhead utilities by one utility pole in order to transverse the water line utility easement before**

**undergrounding in lieu of no overhead utilities being permitted** – motioned by D. Cleveland; seconded by J. Peters – motion passed unanimously

M. Fougere outlined the conditions of approval:

- DES Wetland and DOT permits
- Town Inspector will oversee the construction of the private common drive
- Letter sent to the school informing them of the work
- Private way access and maintenance agreement
- All lot bounds be set
- Lot 1 driveway location is set and Town Inspector will ensure proper location of the driveway

**Motion to approve the application with conditions** – motioned by J. Peters; seconded by C. Rogers – motion passed unanimously

- c. **File PB2021:011 – Final Review:** Proposed major subdivision of a 55.49 acre property into 12 single family lots, HOSPD layout, Map 32 Lot 45-3, Howe Lane, Applicant/Owner Ducal Development, LLC, Zoned R&A. **Public Hearing and Application Acceptance.**

**V. Mils abstained; J. Mook voting**

M. Fougere stated that this proposal is for a final subdivision of an existing 55 acre parcel into 12 single family residential building lots. Ten of the lots will be front lots and two lots will be back lots. The Planning Board opted for the HOSPD design for this subdivision. A stream bisects the property and a wetland crossing across the stream will be required to serve a single family home. The proposal includes a fire cistern easement and cistern located at the northeast corner of Lot 1. The applicant has submitted a Wildlife Impact Study, Traffic Report, Hydraulic Analysis and Stormwater Management Report. In addition a landscaping plan has be prepared.

The applicant has obtained approval for the wetland crossing and Alteration of Terrain permits from NHDES.

M. Fougere noted that the applicant has requested a waiver from the HOSPD rules that all lots are contiguous to the proposed Open Space. Lots 7-9 are being proposed without contiguity to the proposed Open Space. He noted that these lots have easy access by traveling down the road.

M. Fougere stated that staff would like the Board to comment on the abandoned well located on lot 7 and if the Board wants the well to be decommissioned or if the existing security over the well is sufficient. He noted that effort should be taken to preserve as many of the larger oaks located on the property. He stated that the proposed guardrail along the fore cistern does not meeting Town specifications and must be revised. Typically bollards are used which the Fire Department prefers.

M. Fougere commented on note 11 which details the requirement for individual drainage designs for each lot. This note has been revised to the Town Engineer's satisfaction. The slopes on the driveway for lot 14 should be tightened up to reduce the wetland impact.

M. Fougere noted that a landscaping plan has been submitted. Additional landscaping needs to be proposed along the westerly property line to screen lots 7-9 from Ranger Road.

**Motion to accept application** – motioned by D. Cleveland; seconded by J. Peters – passed unanimously

Randy Haight, Meridian Land Services – noted that many of the issues listed by staff have been corrected on a new plan set that was submitted yesterday. He discussed the individual drainage plans required on each lot. He stated that he added a note that lot 14 could not be further subdivided.

R. Hardy discussed the landscaping. He noted that he met on site with R. Haight and their landscape architect. He explained that the intent is to create new understory by using “islands” of landscaping that can be shifted slightly on site based on existing vegetation conditions. He noted that the applicant has proposed an aggressive watering schedule that he is in favor of.

J. Mook and J. Peters stated that they were in favor of adding additional plants along the western property line.

R. Haight asked to clarify that the additional plantings would be located in the no-cut area along those properties.

M. Fougere stated that was correct.

J. Mook asked for the Fire Department or some other entity assess the safety conditions of the abandoned well located on lot 7.

M. Fougere stated that the Fire Department could perform a life safety assessment.

E. Clements asked R. Haight if he said that the Open Space was going to be public.

R. Haight stated that the applicant was going to dedicate a Conservation Easement to the Town.

### **Public Hearing**

Ben Taylor; 83 Howe Lane – asked about the character of the houses to be built and the visual impact of the development. He also asked about the nature of the no-cut buffer.

M. Fougere stated that there was a proposed 100’ no-cut buffer along Howe Lane that would be augmented by roughly 200 plantings.

R. Haight stated that the location and type of house will be dependent on who purchases the lot.

### **Public Hearing Closed**

D. Petry noted that since the updated plan sets were submitted yesterday he did not believe that the Board should be voting on approving this application tonight. Staff needs time to review the changes.

M. Fougere asked about acting on the waiver request, even if the Board was going to wait to approve the application.

D. Petry stated that while this would not be a waiver that he would support normally, in this instance, with the proposed configuration of lots, the waiver makes sense to him. He did raise a concern regarding a delineation of where the public Open Space stops and private property begins.

R. Haight suggested adding conservation placards.

D. Petry asked about marking some of the large oaks so they can be preserved.

R. Haight noted that much of the original parcel is in the protected Open Space so all of those trees and features will be protected.

**Motion to approve a waiver to allow for the design of HOSPD lots that are not contiguous to the Open Space in lieu of the required contiguity** – motioned by D. Cleveland; seconded by J. Peters – passed unanimously

**Motion to table to the June 15 meeting** – motioned by J. Mook; seconded by J. Peters – passed unanimously

- d. **File PB2021:009** – Proposed lot line relocation between two adjoining properties, Owner/Applicants: Joan Cole & Wendell A. Snyder, 85 Long Hill Road & 54 Wheeler Road, Map 24 Lots 11-5 & 10, Zoned R&A. **Public Hearing and Application Acceptance.**

**R. Hardy recused as he is an abutter**

M. Fougere stated that the purpose of this Lot Line Revision Plan is to adjust the common lot line between lots 24-11-5 and 24-10. “Parcel A”, consisting of 7,375 SF (.169 acres) will be transferred from lot 24-10 to lot 24-11-5. Both lots will retain their existing frontage. All zoning requirements will be maintained.

**Motion to accept application** – motioned by J. Peters; seconded by V. Mills – passed unanimously

Wendell Snyder, applicant – stated that he was looking to add a little bit of property for a future pool and pool house so that he would be able to meet the required side yard setback.

M. Fougere noted that the Board received two letters from abutters in support of the application.

**Public Hearing**

No public comment

**Public Hearing Closed**

**Motion to approve a waiver from Section V. – Subdivision Plat Requirements for topography, soils data, delineated wetlands, driveways within 200’, and natural and**

man-made features – motioned by D. Cleveland; seconded by V. Mills – passed  
unanimously

**Motion to approve application** – motioned by D. Petry; seconded by J. Peters – passed  
unanimously

- e. **File PB2021:010** – Proposed amendment to an approved subdivision plan, Woods  
Subdivision, by amending the approved Landscaping Plan for Map 13 Lot 68-6, 3 Johns  
Way, Applicant/Owner: Dana Rasmussen, Zoned R&A. **Public Hearing and Application  
Acceptance.**

M. Fougere noted that the applicant was not present for the hearing but the applicant is  
straight forward request. R. Hardy had been working with the applicant to modify the  
required landscaping in a way that was suitable to both the Town and the applicant. The  
actual change is the replacement of four White Pines with four Douglas Fir.

**Motion to accept application** – motioned by D. Petry; seconded by D. Cleveland – passed  
unanimously

R. Hardy spoke in regards to his work with the applicant. Originally the applicant wanted to  
make significant changes, however, after reviewing the Rural Character Ordinance, they  
agreed on the change of four White Pines with four Douglas Fir. They also wanted to add  
three Sugar Maples along the property line with Dow Road. They had removed some  
invasive underbrush in preparation of this but the existing tree line will remain.

#### **Public Hearing**

No comment

#### **Public Hearing Closed**

**Motion to approve application** – motioned by D. Petry; seconded by J. Peters – passed  
unanimously

### **7. ADJOURN**

There being no further business, D. Petry presented a non-debatable motion to adjourn.  
Motion seconded by J. Peters and unanimously approved. Meeting adjourns at 8:55 PM.

Respectfully submitted,

Evan J. Clements,

Assistant Planner